

CITRUS COUNTY RESIDENTIAL APPLICATION CHECKLIST

Citrus County Department of Growth Management – Building Division

WEB ADDRESS: www.citrusbocc.com Growth Management/Building Division

Building: (352) 527-5310
Inspections: (352) 527-5266

Land Development (Flood Zones/Zoning): (352) 527-5310
Environmental Health: (352) 513-6100

Before any development activity occurs on a piece of property, a Development Order and/or Permit is required from the Department of Planning and Development. A permit is required for carrying out of any building activity or mining operation; the making of any material change in the use or change in appearance or any structure or any change in the land.

PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

*****Applications that are NOT purchased/issued within 180 days from the date of submittal will be considered abandoned and will be voided per Florida Building Code.**

ITEMS REQUIRED AT TIME OF SUBMITTAL OF APPLICATION PACKAGE:

- 1. **APPLICATION FEE – \$50.00 - Due and required to be paid at time of permit application submittal .**
- 2. **BUILDING PERMIT APPLICATION** Indicate the Electric Utility Company – Duke Energy, WREC or SECO
- 3. **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATIONS WHERE STRUCTURE TO BE LOCATED** - Check your flood zones prior to submitting your permit application – This is required if, ANY part of the property IS in an A zone or V zone.
- 4. **THREE (3) SETS OF ENGINEERED STORMWATER MANAGEMENT PLANS** - Check your flood zones prior to submitting your permit application – This is required if the property is vacant and ANY part of the property is in an A zone or V zone.
- 5. **TREE AFFIDAVIT (If applicable).**
- 6. **SEPTIC PERMIT (If applicable).**
- 7. **MOST CURRENT PROOF OF OWNERSHIP OF THE PROPERTY W/LEGAL DESCRIPTION** – (Section, Township, Range, Lot, and Block, Parcel #, Alternate Key # and Subdivision name.) (2 copies) i.e., Current tax notice, Homestead Exemption Notice, Certificate of Title, Recorded Deed.
- 8. **OWNER BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** (If applicable, & signed by the homeowner in person while at the Building Dept.)
- 9. **FOUR (4) COPIES OF A SITE PLAN:** Drawn to scale (1" = 30') referring to the County site plan example or a survey.
- 10. **ALL APPLICABLE INFORMATION LISTED AND REQUIRED FROM THE GUIDE FOR RESIDENTIAL PLAN REQUIREMENTS**
 - 3 SEALED SETS OF CONSTRUCTION PLANS (Signed & Sealed by Florida Architect or Engineer)
 - 3 COPIES OF HVAC DUCT LAYOUT. (Attached to plans)
 - 3 PRODUCT APPROVAL INFORMATION SHEETS – (Required and effective July 1, 2004)
 - 1 SETS OF ENERGY CALCS AND MANUAL J HEAT LOSS AND GAIN CALCS
 - 1 TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEETS AND TWO (2) TRUSS/RAFTER LAYOUTS

NOTICE: ONE (1) COMPLETE STATE HEALTH DEPT. APPLICATION PACKAGE REQUIRED TO BE SUBMITTED TO THE ENVIRONMENTAL HEALTH DEPARTMENT (352) 513-6100 FOR SEPTIC AND/OR WELL (If Applicable).